



DEPARTMENT OF THE ARMY

Office Symbol

MEMORANDUM FROM CSM Reviewing Packet

MEMORANDUM TO the Commandant, 8TH Army NCOA, Unit # 15351, APO AP 96258

SUBJECT: Pre-Execution Checklist for Attendance to the 8th Army Wightman NCO Academy

1. RANK LAST, FIRST MI was notified by ISG NAME on DATE and counseled on DATE concerning his or her selection to attend the 8th Army NCO Academy.

SEX [REDACTED] AGE [REDACTED] DOR [REDACTED] PMOS [REDACTED] TIS [REDACTED]
2. SSN [REDACTED] Promotable [REDACTED]

3. Major Support Command: ~~HHB 8A~~ ~~19th ESC~~ ~~IMCOM~~ ~~35th ADA~~ ~~65th MED~~
(Circle one) ~~2nd ID~~ ~~1st SIG~~ ~~501st MI~~ ~~USAR-J~~

4. Complete mailing address for unit assigned _____

5. POSITIVE RESPONSE REQUIRED FOR ADMISSION TO WLC

- a. Has the Soldier passed the APFT within the last 30 days? (YES) (NO)
- b. Soldier is mentally and physically prepared to attend Warrior Leader Course. (YES) (NO)
- c. Is the Soldier eligible for reenlistment? (ERUP Code 10 on ERB) (YES) (NO)
- d. Was the Soldier's clothing and equipment inventoried and inspected?
By Inspectors Name (YES) (NO)
- e. Does the Soldier meet the height and weight standards IAW AR 600-9? (YES) (NO)

Weight: (GO) (NOGO)
Body Fat: (GO) (NOGO) (see para 7e below)

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- f. Does Soldier have current PHA within last 12 months? (YES) (NO)
- g. Has Soldier completed Cardiovascular Screening if over 40? (YES) (NO)

6. POSITIVE RESPONSE REQUIRES A SEPARATE MEMORANDUM WITH EXPLANATION SIGNED BY UNIT COMMANDER

- a. Is the Soldier on Temporary Profile? (Must be able conduct all 3 APFT events) (YES) (NO)
- b. Is the Soldier on Permanent Profile? (Must meet Requirements below) (YES) (NO)

Note: Students must be able to meet the following physical requirements during the course: (Exception-Soldiers with temporary profiles due to participation in OIF/OEF)

1. Conduct, demonstrate, and lead physical fitness training.
2. Negotiate rough terrain under varying climatic conditions.
3. Walk a minimum of 3200 meters with load carrying equipment (LCE) in a minimum of three hours.
4. Lift and carry all required packing list items (OCIE and CTA 50-900) for short distances.
5. Carry a 48 pound combat load that contains mission essential equipment (weapon, helmet, uniform, LCE included in 48 lbs).
6. Lift and carry fuel, water, ammo, MREs or sandbags occasionally.
7. Low crawl, high crawl and rush for three to five seconds.
8. Move over, through and around obstacles.
9. Carry and fire individually assigned weapon.

- c. Has Soldier attended WLC before? (YES) (NO)
- i. Reason for drop: _____
- ii. Date of attendance: _____
- iii. Has a DA Form 1059 from WLC: **Yes or No**
- d. Does the Soldier have any personal problems (i.e. financial, marital,) which can affect performance? (YES) (NO)
- e. Is the Soldier flagged? (YES) (NO)

f. Is the Soldier bared from reenlistment? (YES) (NO)
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7. REQUIRED DOCUMENTS FOR INPROCESSING 8TH ARMY NCOA

- a. SSD1 Course Completion Certificate
- b. ERB (must be within 30 days)
- c. 8TH Army NCOA checklist (must be signed through BN CSM)
- d. TASS Unit Pre-Execution Checklist TRADOC Form 350-18-2-R-E (July 2009 version)
- e. DA Form 705 (2010 version)
- f. AKO or MEDPRO medical readiness print out
- g. Meal Card DD Form 714
- h. DA Form 5500 or 5501 (2010 version) (if applicable)
- i. Physical profile (if applicable)
- j. Flag removal DA Form 268 (if applicable)
- k. Memorandum from commander if other than 10 ERUP code on ERB (if applicable)
- l. Information Assurance Training Certificate from <https://ia.signal.army.mil/>
- m. The training certificates for the courses listed below from <https://iatraining.us.army.mil>
 - I. WNSF - Portable Electronic Devices and Removable Storage Media
 - II. WNSF - Phishing Awareness
 - III. WNSF - Safe Home Computing
 - IV. WNSF - Personally Identifiable Information (PII)

Note: Failure to have a completed packet of the items listed above to include checklists will be denied enrollment. The 72 hour courtesy rule will only apply to missing clothing and equipment.

8. I RANK LAST FIRST MI verify that all the information provided above is correct, accurate and understand the prerequisites for attending the 8TH Army NCOA by signing checklist. Student Guide and packing list are located on the 8TH Army NCOA website located below.

Soldier's Signature

Date

9. I RANK LAST FIRST MI assigned to UNIT and can be reached at DSN and Cell Number understand the responsibilities of sponsoring the above Soldier.

Sponsor Signature

Date

10. The Soldier meets the prerequisites for attendance IAW AR 350-1, TRADOC REG 350-10. I **RANK LAST FIRST MI** recommend this Soldier listed above for attendance to the 8TH Army NCOA.

ISG Signature

Date

11. The Soldier meets the prerequisites for attendance IAW AR 350-1, TRADOC REG 350-10. I **RANK LAST FIRST MI** recommend this Soldier listed above for attendance to the 8TH Army NCOA

CSM Signature

Date

EXAMPLE